

MAIN FACS “TIPS & TECHNIQUES”

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Page 1

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IMPORTANT: This issue contains important operating information for all users of RSTARS and ADPICS. Please distribute promptly.

In this issue:

- **MAIN FACS ON-LINE AVAILABILITY – YEAR-END CLOSING**
- **MANUAL WARRANT TRANSACTIONS**

MAIN FACS ON-LINE AVAILABILITY – YEAR-END CLOSING

In order to accommodate necessary year-end closing tasks, MAIN FACS on-line availability schedule will be:

- MAIN FACS will be available until 8 p.m. on Monday, September 15, 2008.
- MAIN FACS will be available until 5 p.m. on Tuesday, September 30, 2008. This is one hour earlier than the regular schedule.
- MAIN FACS may not be available on Wednesday morning, October 1, 2008. A ListServ message will go out when the system is available after Financial Table Rollover.
- Users may not be able to process Building Lease Payment transactions on Wednesday, October 1, 2008, in Electronic Transaction Processing (ETP).

MANUAL WARRANT TRANSACTIONS

When processing a manual transaction on the ADPICS Voucher Header Entry screen (PCHL1410), users need to review the defaulted due date and overtype it with the current date. Since payment is being made with a manual warrant, the due date should be the current date - - **NOT a future date**. Please make sure that manual transactions are appropriately dated.